

## **EDITED TASK LISTING**

### **CLASS: Supervising Dental Assistant, Correctional Facility**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Ensures the delivery of appropriate dental care to inmate-patients in compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Injury and Illness Prevention Program (SB 198), Dental Practice Act, Department of Personnel Administration, EEO, California Department of Radiation Safety, etc.) CDCR policies and procedures on a daily basis.
<b>2.</b>	Supervises dental assistant(s) to ensure the delivery of appropriate dental care to inmate-patients in compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Injury and Illness Prevention Program (SB 198), Dental Practice Act, Department of Personnel Administration, EEO, California Department of Radiation Safety etc.) CDCR policies and procedures on a daily basis.
<b>3.</b>	Coordinates, directs and assigns dental assistants' daily activities according to patient load, staffing requirements and staffing levels schedules ensuring efficient use of staffing resources to provide effective, efficient and timely delivery of dental services using accepted dental practices, in compliance with the California dental practice act, dental community standards, ADA and the CDCR dental policies and procedures .
<b>4.</b>	Provides training and clinical instruction to dental assistants and/or other dental office staff and contractors to ensure compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP) policies, Injury and Illness Prevention Program (SB 198), Dental Practice Act, Department of Personnel Administration, EEO, California Department of Radiation Safety, etc.) CDCR policies and procedures as needed.
<b>5.</b>	Coordinates and integrates the services of dental assistants in a large complex dental setting to ensure the delivery of appropriate dental care to inmate-patients in compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Injury and Illness Prevention Program (SB 198), Dental Practice Act, Department of Personnel Administration, EEO, California Department of Radiation Safety etc.) CDCR policies and procedures on a daily basis.
<b>6.</b>	Meets routinely with dental assistant staff to review and discuss issues pertaining to overall clinic performance to ensure the delivery of appropriate dental care to inmate-patients in compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Injury and Illness Prevention Program (SB 198), Dental Practice Act, Department of Personnel Administration, EEO, California Department of Radiation Safety, etc.) CDCR policies and procedures as needed.

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<b>7.</b>	Serves as a primary contact for dental assistant registries/temporary agencies for the dental clinic to provide adequate staffing for the Dental Clinic in order to ensure the delivery of appropriate dental care to inmate-patients in compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Injury and Illness Prevention Program (SB 198), Dental Practice Act, Department of Personnel Administration, EEO, California Department of Radiation Safety, etc.) CDCR policies and procedures as needed.
<b>8.</b>	Maintains supervisory records, performance evaluations, documentation, and work related correspondence to ensure compliance with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, California Department of Radiation Safety, etc.), CDCR policies and procedures, etc. utilizing various resources (e.g. laws, rules, regulations, policies, procedures, computer equipment, etc.) on a daily basis.
<b>9.</b>	Compose work related reports and correspondence relative to work to ensure compliance with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, California Department of Radiation Safety, etc.), CDCR policies and procedures, etc. utilizing communication skills, various resources (e.g. laws, rules, regulations, policies, procedures, computer equipment, etc.) on a daily basis.
<b>10.</b>	Coordinates quality assurance practices of dental assistants in dental clinic/office/department to ensure appropriate, efficient and consistent delivery of dental care to inmate-patients and compliance with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDCR policies, procedures, etc., utilizing various resources (e.g. knowledge, communication skills, laws, rules, regulations, policies, procedures, etc.) as needed.
<b>11.</b>	Ensures dental assistants comply with established policies and procedures in order to comply with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDCR policies, procedures, etc., utilizing various resources (e.g. knowledge, communication skills, laws, rules, regulations, policies, procedures, etc.) on a daily basis.
<b>12.</b>	Identifies and evaluates the training needs of dental assistant(s) to ensure compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP) policies, Injury and Illness Prevention Program (SB 198), Dental Practice Act, Department of Personnel Administration, EEO, etc.) CDCR policies and procedures on a daily basis.

## **EDITED TASK LISTING**

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<b>Task #</b>	<b>Task</b>
<b>13.</b>	Develops and provides training for dental assistants to ensure the proper delivery of dental care, and compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP) policies, Injury and Illness Prevention Program (SB 198), Dental Practice Act, Department of Personnel Administration, EEO, California Department of Radiation Safety, etc.) CDCR policies and procedures as needed.
<b>14.</b>	Maintains current knowledge of California Dental Law by utilizing continuing education courses (e.g., literature review, scientific sessions, online courses and hands-on training) to ensure the appropriate delivery of dental care, and compliance with the Mission of the Department, Cal-OSHA, ADA, CDCP policies, Dental Practice Act, CDCR policies and procedures, as required.
<b>15.</b>	Schedules daily appointments as needed for inmate patients in order to ensure timely delivery of appropriate dental care in compliance with CDCR policies and procedures.
<b>16.</b>	Maintain dental records of patients to document proposed dental treatment, patient non compliance with proposed treatment , non dental treatment related documentation, services provided, in compliance with various laws, rules, regulations (e. g, ADA, Dental Practice Act, etc.), CDCR policies and procedures, utilizing various resources (e.g. laws, rules, regulations, policies, procedures, computer equipment, etc.), on a daily basis.
<b>17.</b>	Maintains a sufficient inventory of dental supplies in the dental office/operator to ensure proper operation, cost savings, the safety and security of others, the appropriate delivery of dental care, and compliance with various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDCR policies, procedures utilizing various resources (e.g. laws, rules, regulations, policies, procedures, knowledge, communication skills, etc.) as required
<b>18.</b>	Utilizes standard infection control protocols for dental instruments, equipment, and accessories to ensure a safe working environment in compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDCR policies and procedures, on a daily basis
<b>19.</b>	Performs daily preventive maintenance on dental instruments, equipment and accessories (oiling hand pieces, flush lines, etc.) to ensure its proper functioning and appropriate delivery of dental care, in compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDCR policies and procedures, on a daily basis.

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<b>Task #</b>	<b>Task</b>
<b>20.</b>	Instructs inmate patients in preventive dental care and post operative treatment care to effect optimal oral health; utilizing audio visual aids, dental self care instructions and providing educational handouts under the direction of the dentist.
<b>21.</b>	Disposes properly hazardous and bio-hazardous dental waste materials (e.g., amalgam scraps, x-ray lead, developer and fixer, etc.) in order to maintain a safe work environment by utilizing licensed hazardous material experts (e.g., companies that handle hazardous waste disposal, institutional Hazardous Material Specialist, etc.) according to local, state and federal laws on a regular basis.
<b>22.</b>	Prepares and mixes dental materials (i.e., composites, amalgams, cements and impression materials) under the direction of the dentist to provide quality dental care in compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDCR policies and procedures, as required.
<b>23.</b>	Assists the dentist at chairside utilizing principles of four-handed dentistry to ensure proper delivery of dental care in compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDCR policies and procedures, as required.
<b>24.</b>	Sets up/arranges dental instruments, equipment, and accessories for each procedure under the direction of the dentist to ensure proper delivery of dental care in compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDCR policies and procedures, as required.
<b>25.</b>	Takes dental impressions for diagnostic purposes under the direction of the dentist to ensure proper delivery of dental care in compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, etc.), CDCR policies and procedures, as required.
<b>26.</b>	Performs dental laboratory functions (e.g., pour and trim diagnostic models) under the direction of the dentist for inmate patient cases utilizing dental laboratory instruments and equipment (e.g., spatula, mixing bowl, alginate trays, etc.) in compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, CDCP policies, Dental Practice Act, etc.), CDCR policies and procedures, as required.
<b>27.</b>	Exposes and processes intraoral and dental panoramic radiographs under the direction of the dentist to ensure proper delivery of dental care in compliance with and using various laws, rules, regulations (e.g. Cal-OSHA, ADA, CDCP policies, Dental Practice Act, California Department of Radiation Safety, etc.), CDCR policies and procedures, as required.

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<b>Task #</b>	<b>Task</b>
<b>28</b>	Maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation to maintain safety and security in work areas in the performance of daily activities and to prevent escapes, injuries by inmates to themselves, others, or to property, utilizing CDCR policies and regulations as well as other resources (e.g., interpersonal skills, heightened awareness of the surroundings and various alarm systems) on a regular basis.
<b>29</b>	Inspects premises and search inmate patients for contraband, such as weapons or illegal drugs to maintain safety and security in work areas in the performance of daily activities and to prevent escapes, injuries by inmates to themselves, others, or to property, utilizing CDCR policies and regulations as well as other resources (e.g., interpersonal skills, heightened awareness of the surroundings and various alarm systems) on a regular basis.
<b>30</b>	Maintains proper tool control in the dental office on a regular basis to maintain safety and security in work areas in the performance of daily activities utilizing tool counts, inventory of sharps (e.g., needles, scalpels, and suture needles, etc.) in compliance with CDCR policies and regulations